eSRA **Sponsored Research Proposal & Award System**

Proposal Team: PI & Resource Analysts

Getting Started
Step-by-Step Instructions

1.   GETTING STARTED

This procedure is about how to get access to eSRA, get logged in and find your home page.

A.	**Acquire Access**	If needed, request a role in eSRA
B.	**Logging In**	How to log in and find proposals.

A. Acquire Access

Everyone at LBNL has an account in the system and they can log in; but without being assigned a specific role(s) in the system you will not be able to see any proposal information or perform any actions in the system.

In May 2011, scientists with the PI role in RAPID were all given the PI role in eSRA. New PIs will need to be given that role in eSRA. Resource Analysts and Division Reviewers are assigned roles as eSRA is rolled out to their division.

Separate from having a role in the system, scientists that are key personnel or otherwise require a person profile on a Grants.gov application must have a researcher profile in eSRA.

If you need to be assigned a role: Contact eSRAHelp@lbl.gov
Indicate your requested role(s): Resource Analyst, Principal Investigator, Division Reviewer. You will be notified by email once your role is assigned.
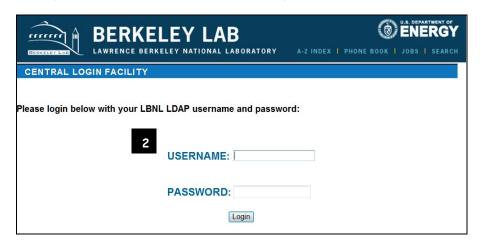
B. Logging In

In your browser:

http:GoApp/OSPIP

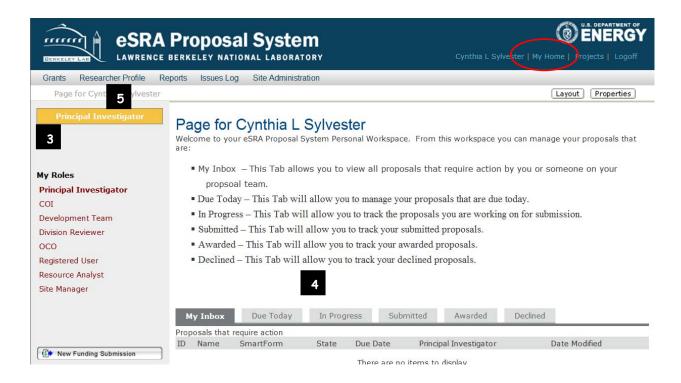1. Click "Login" in the upper right-hand corner

2. Use your LDAP name and password to access the system

3. Your "Home Page" indicates your role in the left-hand menu. If you have multiple role possibilities (as in this example), you can select one of your other authorized roles.

4 Proposals are displayed in tabs in the middle to the bottom of the screen based on their progression through the development process. "My Inbox" tab indicates proposals currently in your queue for action by the Proposal Team.

5. "Researcher Profile" on the menu bar is used to update the researcher profiles for PIs, Scientists and Staff named on a proposal. Users with the PI role can update their own profile. Resource Analysts can update the Research Profile for anyone. (The Resource Analyst does not need a researcher profile for him or herself.) Refer to *Researcher Profile Step-by-Step* for instructions on how to update the Researcher Profile.